

Minutes of Land Use, Parks and Environment Committee Tuesday, October 5, 2010

Chair Fritz Ruf called the meeting to order at 8:30 a.m.

Committee Members Present: Supervisors Fritz Ruf (Chair), Walter Kolb, James Jeskewitz, Michael Inda, Rob Hutton., Tom Schellinger. **Absent:** Ted Rolfs

Also Present: Legislative Policy Advisor Sarah Spaeth, Legislative Associate Karen Phillips, Register of Deeds Jim Behrend, Parks and Land Use Director Dale Shaver, Parks System Manager Duane Grimm, Enterprise Operations Manager Andrew Thelke, Senior Financial Analyst Bill Duckwitz, Land Resources Manager Perry Lindquist, Land Information Systems Manager Don Dittmar, Planning and Zoning Manager Jason Fruth, Business Manager Peter Mudek, Senior Financial Analyst Vince Masterson, Environmental Health Manager Steve Korthof, County Board Chairman Jim Dwyer.

Executive Committee Report of October 4, 2010

Ruf reviewed the items covered at the October 4th Executive Committee meeting, including the following: Community Development Block Grant, Waukesha County Federated Library System, UW-Extension and Non-Departmental 2011 operating budgets and the resolution to adopt the five-year capital projects plan.

Future Meeting Date

- October 19, 2010

Legislative Update

Spaeth stated she is following the activities of a study committee on local consolidation. There will be no decision regarding the future of Ethan Allen School until after the November elections.

Jeskewitz stated he received two phone calls from constituents in regard to the budget, and both were in opposition of Waukesha County employees getting pay raises.

Kolb arrived at 8:42 a.m.

Review and Discuss the 2011 Operating Budget for the Register of Deeds

Behrend was present to discuss the 2011 operating budget for the Office of the Register of Deeds (ROD). He reviewed the ROD Function/Program Chart and provided an overview of the Register of Deeds Office in the program areas of Administration, Tax Listing, Real Estate, Cashiering, and Vital Statistics. Although only two positions are listed under Vital Statistics, it is a growing area and may show an increase in positions in the future. In 2011, ROD will leave one FTE position unfilled and unfund two vacant FTE positions, in part due to lower document volumes and improvements in technology. A number of retirements are anticipated in the next several years, presenting the opportunity to achieve additional efficiencies. Behrend implied that outsourcing the indexing process would be a big cost saver and an easy way to cut personnel costs.

Behrend reviewed total revenues, noting the decline in charges for services due to the state of economy and its effect on the real estate related revenues. Employees' health insurance issues were discussed in terms of rising costs, including the increase in the election of family coverage plans that are much more costly than the single plan option.

During the review of Objective 5 (page 234), Behrend explained that the ROD and Emergency Preparedness Departments will participate in a pilot program to share an ROD position. Rob Dunn will divide his time as appropriate between the two departments while redirecting some of his ROD work to staff and management. Behrend touted Dunn's budgeting abilities, financial knowledge and computer skills. Dunn's position will be reclassified to Senior Financial Analyst.

MOTION: Jeskewitz moved, second by Inda, to tentatively approve the 2011 Operating Budget for the Register of Deeds. Motion carried 6-0.

Review and Discuss the 2011 Operating Budget for the Parks and Land Use Department

Shaver and staff were present to review the 2011 operating budget for the Department of Parks and Land Use. Shaver referred to a chart to provide a general introduction and overview of the pre-budget planning process. The cost-to-continue, including fuel, utilities, staffing, etc, is projected at \$388,000 in 2011. Permit, licensing and economic activity is down due to the state of the economy; therefore, about \$142,000 in revenue reduction/loss is expected. These and other contributing factors led to a \$530,000 projected preliminary shortfall prior to beginning the planning process for the 2011 budget. The tax levy increase of \$144,000 brings the shortfall down to about \$385,000. Meeting the target was achieved through budgetary cuts including salary and benefit reductions by the elimination/reduction of staff, a general increase in fees of about 1-1½ %, equipment reductions/consolidation in cooperation with the Department of Public Works, along with general across the board expenditure reductions.

Shaver reviewed the financial summary as outlined on page 264 of the proposed 2011 County Executive's Budget. Overall, staff is being reduced by 2.3 FTE, including one FTE senior planner position and one FTE sanitarian position. Other adjustments were made in overtime costs.

Shaver continued to review the program highlights, strategic outcomes and performance measures and activity in the General Fund for the following programs:

- Financial Summary including revenues, expenditures and positions
- Solid Waste Planning, Implementation & Education
- Agricultural Land & Water Conservation
- Urban Land & Water Conservation
- Planning
- Code Enforcement/Zoning
- Environmental Health – Shaver noted the change in state law requiring all septic systems to be under the mandatory maintenance program and the change in interval from two years to three years for the required maintenance to be performed.
- Humane Animal
- Hazardous Material
- Licensing
- Septic/Well/Lab Programs
- Parks Programs
- General County Grounds Maintenance
- Retzer Nature Center
- Museum
- Exposition Center
- Administrative Services

LUPE Committee

October 5, 2010

Shaver continued with the review of the Park and Land Use Three-Year Maintenance Plan, Land Information System Fund budget and the Walter J. Tarmann Fund budget as outlined. He concluded with a review of the program highlights, strategic outcomes, performance measures and activity in the following Enterprise Funds:

- Golf Course Fund
- Ice Arenas Fund - Naga-Waukee and Eble Ice Arenas
- Materials Recycling Fund

MOTION: Inda moved, second by Jeskewitz, to tentatively approve the 2011 Budget for the Department of Parks and Land Use. Motion carried 6-0.

Jeskewitz left at 10:40 a.m.

Ruf thanked Shaver for the presentation.

In the absence of objections, the meeting adjourned at 10:45 a.m.

Respectfully submitted,

Jim Jeskewitz,
Secretary